

THE WCSM EDUCATION TRUST

Data Protection Policy Statement

Introduction

The WCSM Education Trust (or “The Education Trust”), as a limited company and charity registered in England and Wales, is a registered Data Controller under the Data Protection Act 1998. This Act is shortly to be superseded by the General Data Protection Regulation (GDPR) and by a new Data Protection Act in England and Wales.

The basis of the rules on Data Protection is to formalise procedures whereby organisations hold and use personal data, that is, information relating to a living person. This includes automatic data which could be traced back to an individual such as monitoring of emails or website traffic.

Data may be held in an electronic or manual form but under the Act organisations must protect access to data, must ensure that any data is processed in a fair and reasonable way and give access to the data to the individual themselves on request.

Under the Act, individuals (data subjects) have the right to add information to their records, have inaccurate data deleted and to stop information being used for marketing purposes. Individuals have a legal right to know what data is held and the purposes for which it may be used.

Individuals also have a right to know from where information was obtained and if it has been used for any automated decision-making processes such as electronic profiling.

Any individual may make a request to see data held about them (a “subject access request”) at any time. Subject access requests must receive a response within a month and at no charge. Subject access requests will only be considered if made by the individual themselves or, where necessary, their legal representatives.

Data Principles

Responsibility for compliance with Data Protection regulations and legislation rests with The Board of Trustees.

Any information we gather will be for a specific purpose or purposes and the person whose data is being used will be informed of the purposes for which it may be used.

Data may need to be transferred to other parties for legal reasons, to enable the production of accounts and audit statements, to award grants or fulfil agreements for the benefit of the Education Trust and the benefit of the individual concerned or for the promotion of education and training. In particular, the Education Trust’s administration is handled by staff of The Worshipful Company of Spectacle Makers and held on its systems. Such staff, members of the Court of The Worshipful Company of Spectacle Makers and the individual Trustees of the Education Trust will therefore have access to personal data provided to The Education Trust.

Data will never be sold or passed to third parties for commercial marketing purposes.

Individuals who contact the Education Trust will be asked to give their consent for the holding and use of their data for a limited purpose and for a limited time. Checking on the status and progress of applicants applying for bursaries, grants or other monetary awards is an important part of the Education Trust’s work. Consent will be sought from all applicants for any necessary checking with training institutions before an award is granted and during an applicant’s training career.

Wherever possible, data held should remain as up to date and accurate as possible. Individuals who have provided their data to us will be asked to inform us if there is any change. If data does become outdated and the individual cannot be contacted, the data will be marked for archive use only.

The Education Trust will have particular concern for sensitive personal data ie that relating to race, religion, political opinion, health, any legal proceedings or action taken for committing a criminal offence and any data relating to children. No data will be accepted from individuals under the age of 16.

The Education Trust will maintain data privacy by keeping details of personal circumstances and bank account details in secure files with appropriate protection.

Data will not be retained any longer than necessary.

Data will be processed using appropriate technological measures to ensure access can be restricted if required. This includes ensuring that data is password protected and its use is limited to certain individuals only. Data is held in the Cloud, using Microsoft systems which have been confirmed as compliant for the purposes of GDPR.

It is accepted that some data, including financial details such as bank account numbers, may be collected by telephone or by word of mouth. Telephone lines are not recorded.

The Secretary will need to be aware of the location of any files, electronic or manual, which contain personal data relating to the Education Trust's work in order to satisfy any subject access requests or to confirm the circumstances of any data protection breach.

Data Retention and Security

The Education Trust will hold data relating to applications for a maximum period of three years, for statistical purposes. Use of the data beyond this time for a different purpose, such as monitoring progress or contacting individuals about membership of The Worshipful Company of Spectacle Makers, will be subject to obtaining the individuals' consent.

Personal data relating to unsuccessful applications will be deleted three years from the date of application and any paper materials will be destroyed by secure means.

Personal data relating to Trustees will be used for statutory purposes and may be maintained for a period of time based upon our assessment of reasonable business need. In the ordinary course, where Trustees receive no payment of expenses or other financial benefits from the Trust, this will not exceed three years from the date of resignation. Information such as name, date of birth, dates of appointment and resignation, residence and occupation during the period of appointment and the contribution of Trustees as recorded in minutes of meetings may be held in perpetuity, for archive purposes.

Any individual, including Trustees, may ask at any time for their data to be amended, updated or destroyed. Destruction of data will be subject to legal requirements.

Data Breaches

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

There will be a personal data breach whenever any personal data is lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable and this unavailability has a significant negative effect on individuals.

Whenever a security incident of this nature takes place, the Education Trust will, under the supervision of the Secretary and/or a Trustee, establish as quickly as possible whether a personal data breach has occurred and, if so, promptly take steps to address it and establish the likely risk to each individual concerned. The Secretary or, in his/her absence, a Trustee, will inform the Information Commissioner's Office if reporting of a significant data breach is required.

The Secretary will be the first point of contact for any Data Protection enquiries.

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